

815 KAR 20:030. License application; qualifications for examination, examination requirements, expiration, renewal, revival, or reinstatement of licenses.

RELATES TO: KRS 318.010, 318.020, 318.040, 318.050, 318.054

STATUTORY AUTHORITY: KRS 318.040(1)(d), (2), (3), 318.050, 318.054(3)

NECESSITY, FUNCTION, AND CONFORMITY: KRS 318.040(1)(d) authorizes the commissioner of the Kentucky Department of Housing, Buildings and Construction to promulgate administrative regulations establishing qualifications for a master or journeyman plumber's license. KRS 318.040(2) and (3) require the department to promulgate administrative regulations establishing examination requirements. KRS 318.050 requires the department to establish reasonable application fees for licensure as a master or journeyman plumber. KRS 318.054(3) requires the department to establish reasonable renewal fees for master or journeyman plumbers. This administrative regulation establishes the application and examination requirements and the application and renewal fees.

Section 1. Applications for Examination for Master or Journeyman Plumber's Licenses. (1) An application for examination for a master or journeyman plumber's license shall be submitted to the department of Housing, Buildings and Construction on:

- (a) Form PLB-1, Application for License as a Master Plumber; or
- (b) Form PLB-2, Application for License as a Journeyman Plumber.

(2) The application shall:

- (a) Be properly signed and notarized;
- (b) Be accompanied by an examination fee of:
 - 1. \$150 to take the master plumber's examination; or
 - 2. Fifty (50) dollars to take the journeyman plumber's examination; and

(c) Include a passport-sized, color photograph of the applicant taken within the past six (6) months.

(3) The application fee shall be submitted with the application.

(4) The application fee shall be paid by United States coin and currency, post office or express money order, bank draft, or certified check payable to the Kentucky State Treasurer.

(5) After passing the examination, an applicant for a master plumber's license shall remit a license fee of \$250.

(6) After passing the examination, an applicant for a journeyman's license shall remit a license fee of sixty (60) dollars.

Section 2. Examinations for Master or Journeyman Plumber's Licenses. (1) Examination of applicants.

(a) Regular examination of applicants for a master or journeyman plumber's license shall be conducted during the months of February, May, August, and November of each year.

(b) A special examination may be conducted at other times as the Department of Housing, Buildings and Construction directs.

(2) Time and place of examination. Notice of the time and place of examination shall be given by United States mail at least one (1) week prior to the date of examination to each person who has an approved application on file.

(3) An applicant who fails to attend or successfully complete an examination for which he or she has been scheduled may request to reschedule or retake the examination within one (1) year from the date of the applicant's first notice of examination as established in subsection (2) of this section. The requirements established in paragraphs (a) through (d) of this subsection shall apply to a rescheduled examination.

(a) The applicant shall complete and submit a new application form and examination fee as required by Section 1 of this administrative regulation. An applicant proceeding pursuant to this section shall not be required to resubmit:

1. The photograph required by Section 1(2)(c) of this administrative regulation; or
2. Proof of compliance with Sections 4 or 5 of this administrative regulation.

(b) An applicant for a journeyman plumber's license who has achieved a passing score on only the written or practical portion of the examination, but not both portions, may apply to retake the portion that he or she failed during the initial examination if the reexamination is completed within one (1) year from the date of the applicant's first notice of examination as established in subsection (2) of this section.

(c) An applicant for a journeyman plumber's license who has failed to achieve a passing score on the retaken portion of the examination may apply to retake the entire examination if the reexamination is completed within one (1) year from the date of the applicant's first notice of examination as established in subsection (2) of this section.

(d) The application of an applicant for a master or journeyman plumber's license who fails to successfully complete his or her examination within one (1) year from the date of the applicant's first notice of examination as established in subsection (2) of this section shall be void.

1. An applicant whose application has become void pursuant to this subsection may reapply.
2. Reapplication shall be accomplished by complying with this administrative regulation as if the applicant were a first-time applicant.

(4) Materials required for journeyman plumbers' examinations. An applicant for a journeyman plumber's license shall furnish the materials required for the practical examination, which are established in the List of Required Examination Materials that is included as part of the application.

(5) The testing requirements shall be designed by the State Plumbing Examining Committee and shall be more complex for the master's examination than the journeyman's examination.

Section 3. Renewals of Master and Journeyman Plumber's Licenses. (1) Renewal fees. The annual license renewal fee shall be:

- (a) \$250 for a master plumber; and
- (b) Sixty (60) dollars for a journeyman plumber.

(2) Continuing education. The continuing education requirements established in 815 KAR 20:032 shall be met.

(3) Inactive master renewal.

(a) To place or keep a master plumber's license in inactive status, the master plumber shall pay annually an inactive fee of \$125.

(b) An inactive master plumber shall not secure a plumbing permit, advertise, represent himself or herself as a qualified master plumber, or otherwise engage in the work of a master plumber.

(c) To reactivate a master plumber's license, the inactive master plumber shall first pay an additional \$125 and comply with the continuing education requirements established in 815 KAR 20:032.

(4) Inactive journeyman renewal.

(a) To place or keep a journeyman plumber's license in inactive status, the journeyman plumber shall pay annually an inactive fee of thirty (30) dollars.

(b) An inactive journeyman plumber shall not represent himself or herself as a qualified journeyman plumber or otherwise engage in the work of a journeyman plumber.

(c) To reactivate a journeyman plumber's license, the inactive journeyman plumber shall first

pay an additional thirty (30) dollars and comply with the continuing education requirements established in 815 KAR 20:032.

(5) Remittance of renewal fees. The renewal fee shall be paid by United States coin and currency, post office or express money order, bank draft, or certified check payable to the Kentucky State Treasurer.

Section 4. Requirements for Master Plumber Applicants. Pursuant to KRS 318.040(1)(d), each person shall meet the requirements established in subsections (1) through (4) of this section to become licensed as a master plumber.

(1)(a) An applicant shall have:

1. A valid journeyman plumber's license for a minimum of two (2) years within the past five (5) years immediately preceding application; and
2. Been actively employed in plumbing under the supervision of a licensed master plumber for a minimum of two (2) years; or

(b) The applicant shall be a Kentucky licensed engineer sufficiently experienced in mechanical engineering. The sufficiency of experience shall be determined based upon the number and complexity of the applicant's past mechanical engineering projects.

(2) An applicant shall successfully complete the examination developed and administered by the State Plumbing Examining Committee. The examination shall be designed to demonstrate that the applicant:

- (a) Understands KRS Chapter 318 and 815 KAR Chapter 20;
- (b) Is capable of the design of a plumbing system; and
- (c) Understands the technical and practical installation techniques and principles for a safe and sanitary plumbing system.

(3) The examination shall include:

(a) Answering written questions pertaining to basic principles of plumbing and KRS Chapter 318 and 815 KAR Chapter 20; and

(b) Inserting the proper pipe size on a prepared drawing that indicates all stacks, wastes, and vents and the plumbing fixtures connected thereto.

1. The proper sizing of main stacks shall be given more importance than other piping.
2. Deductions shall be required for oversized piping and for undersized piping.

(4) The passing grade for the total examination for a master plumber shall be eighty (80) percent, with a minimum of seventy-five (75) percent obtained for each portion of the examination established in subsection (3)(a) and (b) of this section.

Section 5. Requirements for Journeyman Plumber Applicants. Pursuant to KRS 318.040(1)(d), an applicant shall meet the requirements established in subsections (1) through (3) of this section to become licensed as a journeyman plumber. (1) An applicant shall have completed two (2) consecutive years experience as an apprentice plumber.

(a) Proof of this requirement shall be satisfied by submission of:

1. A W-2 form;
2. An affidavit of a Kentucky licensed master plumber; or
3. A plumbing license issued by another state.

(b) Completion of a committee approved course shall be the equivalent of one (1) year of experience. An applicant may only substitute one (1) year of experience if the applicant completes a committee approved course.

(2) An applicant shall successfully complete the practical and written examination developed and administered by the State Plumbing Examining Committee. The examination shall be designed to demonstrate the practical and technical understanding of plumbing principles and the

ability to apply those principles for a safe and sanitary plumbing system. The examination shall include:

(a) Answering written questions pertaining to basic principles of plumbing and KRS Chapter 318 and 815 KAR Chapter 20;

(b) Inserting the proper pipe size on a prepared drawing that indicates all stacks, wastes, and vents and the plumbing fixtures connected thereto.

1. The proper sizing of main stacks shall be given more importance than other piping.

2. Deductions shall be required for oversized piping and for undersized piping; and

(c) Completing a practical section in which the applicant shall demonstrate the ability to properly install plumbing by engaging in certain activities such as properly installing a no hub cast-iron project and soldering copper solder connections.

(3) The passing grade for the total examination for a journeyman plumber shall be seventy-five (75) percent, with a minimum of seventy (70) percent obtained for each portion of the examination established in subsection (2)(a), (b), and (c) of this section.

Section 6. A master plumber or journeyman plumber shall notify the department of the name of the plumber's business and its address, employer, and the employer's address each time a change of employment is made.

Section 7. Incorporation by Reference. (1) The following material is incorporated by reference:

(a) Form PLB-1, "Application for License as a Master Plumber", August 2014; and

(b) Form PLB-2, "Application for License as a Journeyman Plumber", August 2014.

(2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at the Department of Housing, Buildings and Construction, 101 Sea Hero Road, Suite 100, Frankfort, Kentucky 40601-5412, Monday through Friday, 8 a.m. to 4:30 p.m. (Recodified from 803 KAR 4:010, 4-1-1982; Am. 8 Ky.R. 1174; eff. 6-2-1982; 11 Ky.R. 1917; eff. 7-9-1985; 13 Ky.R. 1651; eff. 4-14-1987; 15 Ky.R. 2286; 16 Ky.R. 17; eff. 7-7-1989; 18 Ky.R. 2432; eff. 3-7-1992; 19 Ky.R. 1893; eff. 5-10-1993; 21 Ky.R. 1384; eff. 1-9-1995; 25 Ky.R. 2467; 2902; eff. 5-26-1999; 27 Ky.R. 3374; eff. 8-15-2001; 32 Ky.R. 2361; 33 Ky.R. 403; eff. 8-10-1906; 34 Ky.R.1237; 1747; eff. 2-1-2008; 37 Ky.R. 2757; 38 Ky.R. 20; eff. 8-5-2011; 41 Ky.R. 1199; 1795; eff. 3-6-2015.)